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DIRECTOR
SECRETARY OF FINANCE, ADMINISTRATION,
AND INFORMATION TECHNOLOGY

LUCINDA MELTABARGER
ADMINISTRATOR
HUMAN CAPITAL MANAGEMENT

MEMORANDUM

HCM 15-02

Date: February 11, 2015

To: All Appointing Authorities

From: Lucinda Meltabarger, HCM Administrator

Re: Executive Order 2015-06 – Signed February 6, 2015 –
Personnel Restriction Guidelines

Please be advised that Governor Mary Fallin signed Executive Order 2015-06 on February 6, 2015, regarding personnel guidelines for state government. The following information is offered to provide clarification on this subject.

- Personnel Transactions (all hiring, reinstatement, salary raises, performance bonuses, promotions or acceptance of transferred employees) started on or after February 6, 2015 are subject to the Personnel Guidelines.
- All Personnel Transactions (all hiring, reinstatement, salary raises, performance bonuses, promotions or acceptance of transferred employees) that were started prior to February 6, 2015, are subject to the requirements of the Second Amended Executive Order 2011-11.
- All critical need and hard-to-fill position exceptions (Example: Child Welfare Specialist; Correctional Officers; Correctional Food Service Personnel; Correctional Case Managers; Social Service Specialists; etc.) that were previously approved will remain unless otherwise determined by the Cabinet Secretary or statewide elected official.
- Human Capital Management (HCM) does not require an approved Personnel Restriction Exception Request (HCM-92) prior to posting vacant positions for agencies. However, the approval is required prior to extending an offer of employment.

- The Cabinet Secretary or statewide elected official has discretion to impose more restrictive personnel action requirements in any one or all of the agencies within his or area of responsibility.

PERSONNEL TRANSACTIONS REQUIRING AN EXCEPTION TO THE RESTRICTIONS

The Personnel Guidelines apply to all personnel transactions listed below. Agencies are required to have a Personnel Restriction Exception Request (HCM-92) approved before proceeding with any of the following personnel transactions:

Transactions	Approved Personnel Restriction Exception Request Needed (HCM-92)	Other Information
Classified Position Audits	Yes	Audits of classified positions shall not be initiated or conducted at the request of the agency unless specifically approved by the Cabinet Secretary or statewide elected official (EO 2015-06)
Unclassified Position Reallocations	Yes	Reallocations of unclassified positions shall not be initiated or conducted at the request of the agency unless specifically approved by the Cabinet Secretary or statewide elected official (EO 2015-06)
New Hires, reinstatements, and accepting a transferred employee from another agency	Yes	New hires include but are not limited to: noncompetitive, direct hire, student appointment, intern appointment, temporary appointment, state work incentive, and unclassified appointment changes.
Granting salary raises, awarding performance bonuses	Yes	Raises include: salary raises, Pay for Performance increases, equity adjustments, market adjustments, skill-based increases and non-legislative Classified and Unclassified salary adjustments.
Promoting employees	Yes	



PERSONNEL TRANSACTIONS FOR INFORMATION TECHNOLOGY POSITIONS REQUIRING AN EXCEPTION

The Personnel Guidelines apply to all personnel transactions (hiring, reinstatement, salary raises, performance bonuses, promotions or acceptance of transferred employees) for Information Technology positions, regardless of the Cabinet area of responsibility in which the individual is or may be employed and shall require the approval of the Secretary of Finance, Administration, and Information Technology (Secretary of Finance).

** In addition to and regardless of job class, the restriction guidelines apply to any non-IT position for which: (1) the primary responsibilities are information technology-related, or (2) successful completion of assigned information technology-related duties would require more than half of time worked.

You are required to have a Personnel Restriction Exception Request (HCM-92) approved by the Secretary of Finance before proceeding with any of the following transactions:

Transactions	Approved Personnel Restriction Exception Request Needed (HCM-92)	Other Information
All hiring, reinstatement, promotion, or transferred IT Positions <i>or non-IT positions with substantial IT-related responsibilities</i>	Yes	All hiring, reinstatement, promotion or acceptances of transferred Information Technology positions, regardless of the Cabinet area of responsibility in which the individual is employed, shall require the approval of the Secretary of Finance, Administration, and Information Technology (EO 2015-06)

TRANSACTIONS: ALL OTHER

You are not required to have a completed approved Personnel Restriction Exception Request (HCM-92) for the following transactions:

1. Change of employment type of existing employees (Example: Intern, Students, Temporary Appointment, State Work Incentive)
2. Career Progression (under-filled position)
3. Pay Differentials (Example: Shift Differential for select industrial occupations)



4. Detail to Special Duty
5. Demotion (Voluntary or involuntary)
6. Change in percentage worked (increasing hours worked for part time employees)
7. Classification Grievances

Please feel free to contact one of the following individuals if you have questions:

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